



**DEPARTMENT OF THE NAVY**  
COMMANDER, NAVY INSTALLATIONS COMMAND  
716 SICARD STREET, SE, SUITE 1000  
WASHINGTON NAVY YARD, DC 20374-5140

Applicable Reference Code/Date

From: Command submitting ombudsman candidate  
To: Identified receiving POC

Subj: Mrs. Stockdale Ombudsman of the Year Award

Ref: (a) Mrs. Stockdale Ombudsman of the Year Award SOP  
(b) Mrs. Stockdale Ombudsman of the Year Award Score Sheet

1. In response to reference (a), please accept my nomination to appoint Mrs. Jane Doe, ombudsman for the USS Best Ship Ever, as the recipient of the Mrs. Stockdale Ombudsman of the Year Award for 20XX.

Mrs. Doe was appointed as my command ombudsman on <insert start date> and has done an exemplary job representing my command families. Prior to her service with the USS Best Ship Ever, Mrs. Doe served with the following commands:

<List name of command(s) and dates of service>

2. Per reference (b), Mrs. Doe demonstrates in-depth knowledge of the Ombudsman Program and illustrates her successful compliance and implementation of all aspects of program guidance and policy.

3. Mrs. Doe's contact information is [Jane.doe@navy.mil](mailto:Jane.doe@navy.mil) or 202-555-1212.

4. My point of contact for this nomination is CMDCM John Smith at [john.smith@navy.mil](mailto:john.smith@navy.mil) or 202-555-1234.

I. M. Proud  
Commanding Officer,  
USS Best Ship Ever